

PROMPT PAYMENT CERTIFICATION FOR LOCAL PUBLIC ASSISTANCE (LPA) PROJECTS

<u>INSTRUCTIONS:</u> Prime contractors: Complete Part I of the form and then send it to subcontractors and/or material supplier(s) after each estimate period, as applicable. **Subcontractors/material suppliers:** Once you complete Part II of the form send the form directly to NHDOT External EEO Coordinator at Larisa.Djuvelek-Ruggiero@dot.nh.gov. Please copy the Project Manager and the prime contractor when you send your report.

<u>IMPORTANT NOTICE TO PRIME CONTRACTORS:</u> This form is due to NHDOT External EEO Coordinator by **10th of each month**. You are required to submit your certification monthly even if you don't make any payments to sub-contractors/material suppliers by reporting that "no payments were made to subs this month." Failure to complete this Prompt Pay reporting requirement may result in withholding of your next progress payment, final payment, issuing a corrective action plan, and/or cancellation of suspension of the contract in whole or in part.

Part I		Please complete all fields.	
Prime Contractor:			
NHDOT Project Name	and Job #:		
Progress Payment #:		Period Ending:	
Date Payment Receive	d from NHDOT:		(Month/Day/Year)
Date Payment Made to Sub/Material Supplier		er:	Amount: \$
		by certify that the above payment reports contractor/material supplier for this	
Printed Name		 Signature	
Part II		J	
	(SUBCONTRACTO	R AND/OR MATERIAL SUPPL	IER CERTIFICATION)
Name of Company: _		Phone #:	
	Check one:	Sub-Contractor	Material Supplier
CERTIFICATION: I he	ereby certify this cor	npany received payment from	the above Contractor in the
amount of \$		on	(date).
Our company is (plea	se check as applica	ble):	
	"Paid to date"		
	Outstanding Ba	alance Still Owed: \$	
Printed Name		Signature	

Subcontractors/Material Supplier: Once you complete Part II of this form, please send it to: Larisa.Djuvelek-Ruggiero@dot.nh.gov